

DUTY STATEMENT

DS 3022 (3/2021)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF PROTECTIVE SERVICES
PORTERVILLE DEVELOPMENTAL CENTER**

DUTY STATEMENT

JOB TITLE: Fire Fighter**POSITION #:** 472-292-8979-XXX

POSITION DESCRIPTION: Under the supervision of the Fire Chief, Office of Protective Services (OPS), a Fire Fighter performs a variety of skilled and manual tasks in fire prevention; such as testing automatic fire sprinkler systems, fire alarms; inspect fire extinguishing equipment, performs fire safety inspections of building and grounds; fire prevention training.

The Fire Fighter is responsible for preparing written preliminary reports, daily logs, and any other written documentation that is required by the Fire Chief. The Fire Fighter may perform other duties as required by the Fire Chief.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Under the supervision of Fire Chief and or the Commander (SUPERVISING Special Investigator II) of OPS, or designee.

EXAMPLES OF DUTIES:Essential Job Functions:

- 65% Performs a variety of tasks associated with fire prevention activities, such as testing automatic fire sprinkler systems, fire alarms; inspect fire extinguishing equipment, performs fire safety inspections of building and grounds, inspects the campus/grounds for fire hazards including combustible vegetation, participates in life safety surveys conducted by the Department of Public Health and State Fire Marshal's Office. Provide fire prevention training and conduct fire drills.
- 15% May be required to act as a first responder as directed by a supervisor and in specific assignments and/or locations to medical emergency calls; respond to medical assist incidents, fire, smells of smoke, or odor. Operates fire-fighting equipment as needed. Secures the scene; initiates appropriate emergency response calls; notifies a supervisor; obtains preliminary information; prepares written preliminary incident reports for supervisor review.
- 10% Notifies supervisor of equipment malfunctions, fire alarms, and sprinkler systems. Knowledgeable and informed of the facility's disaster plan and aware of his/her role; coordinates with investigative and/or police service personnel when needed.
- 5% Participates in mandated training; prepares daily logs and written reports

Marginal Job Functions:

- 5% Other duties as assigned or required in accordance with class specifications.

WORKING CONDITIONS:

All Firefighters must be able to travel by other modes of transportation as required. Must be able to work irregular hours, all weather conditions, overtime, and various shifts.

On-going interaction with the consumer. Potential exposure to communicable diseases, blood-borne pathogens, and other conditions common to a clinical nursing environment. Physical labor is an essential component. At a minimum, this requires a full range of body motion to access sensors in ceilings, ducts, and other out-of-way locations. The incumbent must be able to go up and downstairs and ladders, carrying the tools and supplies necessary to inspect the system accessed. An incumbent must possess a valid California driver's license and have the physical ability to drive a vehicle.

In addition, the Fire Fighter must possess normal eyesight, hearing, and sense of smell, hand-eye coordination, and manual dexterity. He or she must be able to operate a portable fire extinguisher, carry and climb a step ladder.

DESIRABLE QUALIFICATIONS:

Knowledge of: The Fire Fighter must have knowledge of federal, state, and local laws and regulations affecting emergency services activation, facility buildings and grounds, fire hazards, and available firefighting resources.

Ability to: Develop and maintains a cooperative working relationship with representatives of federal, state, and local law and fire enforcement agencies, specifically the Department of Public Health Services, the Department of State Hospital, the California Highway Patrol, and the State Fire Marshal's Office.

ADMINISTRATIVE RESPONSIBILITY:

The Firefighter is responsible to ensure all documentation such as attendance, leave requests, training requests or documents, travel documents are submitted promptly as indicated by the supervisor. Write concise/clear inspection reports, and organize/file, fire reports such as evacuation drill reports and fire inspection reports.

CERTIFICATION OR LICENSE: Possess and maintain a current, valid California driver's license. A valid CPR certification and a State Defensive Driving card.

Employee Name (print)

Employee Signature

Date

Supervisor Name (print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.